

PUBLIC AFFAIRS & HISTORIAN QUARTERLY REPORT

Charter	Unit Name	Report Date	
Reporting Year:	Quarter: <input type="checkbox"/> Jan-Mar <input type="checkbox"/> Apr-Jun <input type="checkbox"/> Jul-Sep <input type="checkbox"/> Oct-Dec		
Report prepared by: Last Name		First Name	Grade CAP-ID
Duty Position:			
Email address:			Phone:
Mailing Address: Street or PO Box		City, State	Zip Code
SECTION A – MEDIA INFORMATION			
Attach an extra sheet to provide the information or use the Comment Section D			
Item	Qty	Dates	Activity
1. Local media releases from Unit			
2. Local media CAP news stories with photos			
3. Releases to CAP News			
4. Releases to Washington Wings			
5. Other media releases			
6. List any radio or television broadcasts that you or your unit sponsored or provided to a station: (include date and station identification)			
7. List any speaking engagements that you or any personnel in your unit have had and/or any guest speakers that you have had visit your unit: (include date, location, name of speaker, and topic)			
8. Unit Newsletter Name: _____ (attach copies of each newsletter printed during the reporting quarter)			
SECTION B – UNIT ACTIVITIES			
Attach an extra sheet to provide the information or use the Comment Section D			
1. Awards and Promotions			
Member Name	Award	Date	Comment
2. Training			
Member Name	Type or Class	Date	Location
3. Other Unit Activities and events (including SAR missions and exercises)			
Member Name	Type or Class	Date	Location
4. Unit Calendar (List significant unit activities for next quarter)			
Dates	Activity	Location	

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SECTION C – CONTACT INFORMATION

Unit Public Affairs Officer: Last Name		First Name		Grade	CAP-ID
Email address:				Phone:	
Mailing Address: Street or PO Box			City, State		Zip Code

Unit Historian: Last Name		First Name		Grade	CAP-ID
Email address:				Phone:	
Mailing Address: Street or PO Box			City, State		Zip Code

Unit Commander: Last Name		First Name		Grade	CAP-ID
Email address:				Phone:	
Mailing Address: Street or PO Box			City, State		Zip Code

SECTION D – ADDITIONAL INFORMATION & COMMENTS